

**Proposal Review Committee**  
**June 3, 2019**  
Statewide Benefits Office  
Enterprise Business Park  
97 Commerce Way, Suite 201, Dover, Delaware

**Public Session:** 9:02 a.m.

The Proposal Review Committee (“PRC”) met on June 3, 2019, at the Statewide Benefits Office, Dover, Delaware. The following committee members and guests were present:

Faith Rentz, DHR, Director, Statewide Benefits  
Laurene Ehemann, DHR, RFP and Contract Manager, Statewide Benefits  
Leighann Hinkle, DHR, Deputy Director, Statewide Benefits  
Samantha Mountz, DHR, FSA and PTC Program Lead  
Colleen Kondelis, DHR, COBRA Program Support  
Arlene Bentley-Graham, DHR, COBRA Program Lead  
Nina Figueroa, DHR, Health Policy Advisor, Statewide Benefits  
Marie Hartigan, DHR, Benefits Manager, Statewide Benefits  
Emily Thomas, Office of Management and Budget  
Stuart Snyder, Delaware Insurance Office  
Victoria Brennan, Office of the Controller General  
Molly Magarik, Department of Health and Social Services  
Dan Madrid, State Treasurer’s Office  
Ashley Tucker, Administrative Office of the Courts  
Judy Anderson, Delaware State Education Association  
Jaclyn Iglesias, Willis Towers Watson  
Ari Gonzalez De Leon, Willis Towers Watson

**Introductions/Sign In**

After introductions, Ms. Hinkle called the meeting to order at 9:02 a.m. A representative from the Lt. Governor’s Office was not present. With a quorum present, the meeting continued.

**Approval of Minutes**

Ms. Hinkle requested a motion to approve the minutes from the April 29, 2019 meeting of the PRC. A motion was made by Ms. Brennan and seconded by Ms. Tucker. The motion was approved with unanimous voice vote.

**Discussion of the Flexible Spending Account, Pre-Tax Commuter and COBRA Administration Services Request for Proposal**

Ms. Hinkle requested a motion to move into Executive Session to discuss the proposals and conduct scoring of the three finalists - ASIFlex, TASC and WageWorks. Ms. Magarik made the motion and it was seconded by Ms. Brennan. The PRC moved into Executive Session at 9:04 a.m.

**Recommendation to the State Employee Benefits Committee for Award of Contract**

Upon return to the Public Session at 10:09 a.m., a motion was made by Ms. Brennan and seconded by Ms. Anderson as follows:

- Contract award to ASIFlex for an initial three and one half years term effective January 1, 2020 through June 30, 2023, with two optional one-year periods.
- Change the plan year of the FSA and PTC programs to align with the State's fiscal year; this will require ASIFlex to administer a "short" six (6) month plan year for the period beginning January 1, 2020 and ending June 30, 2020 prior to this change.

With unanimous voice approval, the motion passed.

### **Adjournment**

With no further business, a motion to adjourn was made by Ms. Anderson and seconded by Mr. Madrid. Upon unanimous voice approval, the meeting was adjourned at 10:12 a.m. Please note there were no public attendees.

Respectfully submitted,

*Laurene M. Ehemann*

Laurene M. Ehemann  
RFP and Contract Manager